

# FY13 FOIA Quarterly Reporting Form

Echelon 2 - submit completed form to [donfoia-pa@navy.mil](mailto:donfoia-pa@navy.mil)

Echelon 3 and greater - submit completed form to your Echelon 2

Quarter:

Department Name:

a) FOIA requests received during quarter:

b) FOIA requests processed during quarter:

c) FOIA backlog at end of quarter:  
(open cases over 20 work days)

d) Status of 10 oldest backlogged cases as reported on the FY12  
FOIA Annual Report by your agency.

Date of Receipt

Status of Request